

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk - Truancy
LOCATION: Third District Juvenile Court
HIRING RANGE: 29-35/ \$10.32 to \$12.14
TYPE OF POSITION: Full-time, with benefits, contingent funding
CLOSING DATE: December 20 at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 South State, P.O. Box 140241
Salt Lake City, Utah 84114-0241
(801) 578-3804 - phone
(801) 238-7814 - fax

DUTIES:

Under close supervision, performs legal work in preparation and processing of court cases, records and reports for truancy court. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions
- Scheduling truancy mediation appointments with School Districts

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforce Services, or from the Administrative Office of the Courts, 450 S State St., PO Box 140241, SLC, UT 84114-0241. Phone: (801) 578-3890 or from our website at www.utcourts.gov. ***Applicants must submit verification of keyboarding speed at 40 wpm from www.typingtest.com or website of your choice.***

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.